

POSITION DESCRIPTION

JOB TITLE: Coordinated Services Team Facilitator

DEPARTMENT: Juneau County Department of Human Services

DIRECT REPORT TO: CCS/CST Manager

GRADE: 17

SALARY RANGE: See current wage scale

POSITION: Full Time, Non-Union, Non-Exempt

The purpose of this position is to provide mental health service to assigned consumers of Juneau County Department of Human Services, including providing case management and crisis intervention for assigned consumers.

It is the policy of Juneau County that employees will not accept any other employment which will conflict with their job responsibilities or is incompatible with the proper discharge of his/her official duties or would impair his/her judgment. Therefore, all employees accepting this position must disclose and obtain permission for any other employment activities, especially those of similar nature and function.

A. ESSENTIAL FUNCTIONS AND GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:

- Act as the Lead person to develop policy and procedures for the implementation of the Coordinated Service Team Program (CST) and other program initiatives;
- Identify and bring together a team of people that will collaboratively work with the child and family, and provide process orientation to the family and providers. Schedule and facilitate CST and Comprehensive Community Services (CCS) meetings and work with the team members;
- Together with team partners, conduct a comprehensive and multi-dimensional summary of strengths and needs of the child and family;
- Together with team partners, develop the Plan of Care, specifically outlining each team member's responsibility, time line for accomplishment, and outcome expectations;
- Coordinate the implementation of the Plan of Care and monitor ongoing delivery of services. Ensure completion of Quarterly Reports – includes collecting and recording information and data on placements, diagnoses, expenses, outcomes, and activities to determine effectiveness of the Plan;
- Provide service supervision for internal and ongoing identified CST and CCS participants;
- Receive, review and ensure appropriate disposition of all client service referrals; Determine client eligibility for services. Implement and monitor client services;
- Manage interagency referrals for CST identified participants;

- Interview, assess, and evaluate individuals who present themselves for social/human services delivery programming;
- Serve as case manager for purpose of developing social/human service plans for the clients assigned;
- Provide crisis and emergency consulting and intervention services as assigned;
- Provide outreach, aftercare, follow up and community liaison where appropriate;
- Provide professional consultation and community education programs upon request;
- Perform duties and document in electronic health records system the matters of client case management, plans, client progress notes, and other records;
- Participate in continuing appropriate training and perform other duties as assigned by administrative personnel;
- Facilitate local CCS/CST Coordinating Committee Meeting;

Be able to work flexible hours Any and all other duties as assigned by the Manager, Deputy Director or Director.

B QUALIFICATIONS/EDUCATION/EXPERIENCE:

Bachelor's degree in social work or a closely related human services field (e.g. psychology, sociology, criminal justice). State of Wisconsin Social Work Certification preferred. At least one year employment as a social worker or similar position while maintaining acceptable standards. Must possess a valid driver's license, have access to a reliable vehicle, and maintain vehicle insurance. Applicants must pass criminal and caregiver background checks. Requires the flexibility to work a varied schedule, depending upon the needs of assigned clients.

C. ENVIRONMENTAL WORKING CONDITINS AND PHYSICAL DEMANDS OF THE POSITION:

Must be able to communicate, to hear and comprehend verbal communications, to monitor visually clients (including their whereabouts, the cleanliness of their persons and environments, and their social behaviors).

Must be able to travel independently to various locations.

Must be able to tolerate stresses associated with various deadlines. Must be able to retain professionalism and equanimity in situations involving agitated clients or other involved parties. Must be able to work as a cooperative member of a team in support of client and agency related goals.

Work environment is split between an office setting and the home setting. This includes visiting private homes, schools, and other community settings in order to perform job functions.

Ability to perform moderately active work consisting of a combination of walking, standing, bending, stooping, lifting, and carrying.

Exposure to blood borne pathogens is considered moderate to high but may vary depending on the work situation.

D. EQUIPMENT USED:

Ability to operate a variety of office equipment such as computer terminal, facsimile machine, multi-function printer, and copier.

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EEOC/AA/ADA

Juneau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, or control the work of employees under supervision. The County retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Revised July of 2021